

Nursing Home Administrator – Provisional License Documentation Required for Licensure

- Application and fee (\$120). **All application fees are nonrefundable.** To apply, submit the Provisional Nursing Home Administrator Application form per the instructions below. The requirements are stated on the form.

You may return the completed form in two ways:

1. Create an account, apply and pay online at: <https://ibplicense.iowa.gov>

Note: If you apply online, which is encouraged and saves time, the completed paper application must be attached to the online record because the signature of the facility owner/ COO/ or other authorized designee is required. The Upload Attachment link is located in the lower left on the License Detail page.

Complete the entire paper application and attach to online record.

[http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20app%20\(10_2015\).pdf](http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20app%20(10_2015).pdf).

2. Mail the application and the fee to the board at: Iowa Board of Nursing Home Administrators, Iowa Department of Public Health, Lucas State Office Building – 5th Floor, Des Moines, IA 50319-0075. To complete this option:

Print, complete and return a paper application with a check or money order payable to the Iowa Board of Nursing Home Administrators.

[http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20app%20\(10_2015\).pdf](http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20app%20(10_2015).pdf).